

# COMMON CARRIER IN-HOUSE TRAINING MANUAL

2020/10

## EDUCATION REQUIREMENTS

All Common Carriers who deliver alcohol within the State of Vermont must be trained. A Trainer certified by the Vermont Department of Liquor and Lottery, Division of Liquor Control (DLC) can train you with this In-House manual. The certification you receive is not transferable to other common carriers. You will receive a training certificate from your trainer upon completion.

\*\*\*\*\* This training does not cover the requirements for delivery of carry out or to-go delivery or for retail delivery permit situations.

## TRAINING CERTIFICATION

Training certificates for all employees must be kept on file and must be available upon request. Drivers should keep copies on them while on duty making deliveries.

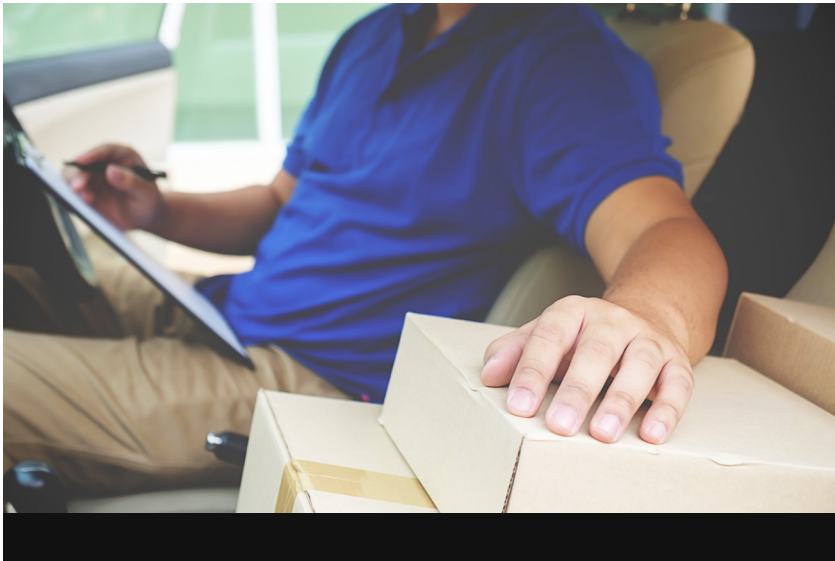
## DELIVERY RULES

- Spirits are not allowed to be shipped to in the State of Vermont.
- Alcohol may not be shipped into municipalities voted as dry. In Vermont, those towns are Athens and Baltimore.
- The delivery person can only leave the package with a person who is over the age of 21.
- Drivers must ID anyone who appears of questionable age.



### Information Covered

- ♦ Delivery Rules
- ♦ Laws & Regulations
- ♦ Criminal Penalties
- ♦ Civil Liability
- ♦ Acceptable IDs



## **FOLLOWING THE RULES**

Certain violations will result in a fine for the business or a license suspension. Businesses will be issued a ticket which they must send to the Division of Liquor Control within 10 days.

The DLC's Office of Education created this booklet to provide the basic rules an employee would need to know to do their job. This material only trains you for this job. It does not transfer to any other business. The Office of Education provides in-person trainings and online training for those who wish to take it. Education is important, you must be trained before you start and re-trained every two years.

It is the DLC's Office of Compliance and Enforcement that is charged with investigating possible violations of liquor laws and regulations, and carrying out law enforcement activities related to these incidents. Comprising of a team of law enforcement investigators and supporting staff, and working closely with other law enforcement agencies, this division protects the public safety and ensures that laws and regulations are followed.

The Department of Liquor and Lottery Board is made up of 5 members appointed by the Governor. They preside over all hearings and work with the legislative body to create Vermont's Regulations. This booklet contains many, but not all of the rules and laws that you will need to know to do your job. A complete list of the Title 7 Regulations can be found on the DLC website.

Review this booklet with your DLC trained trainer and be sure to discuss any company policies that your business has that makes it more restrictive than the laws.

**NOTES:**

## DIRECT SHIP

Beer and wine manufacturers can purchase a permit to ship alcohol within the State of Vermont with Common Carriers.

Beer manufacturers may ship up to 12 cases containing no more than 36 gallons per year to individuals.

Wine manufacturers can ship up to 12 cases containing no more than 29 gallons per year to individuals.

## RETAILERS

Wine can be shipped to retailers. Retailers can receive up to 5,000 gallons per year on invoice. A maximum of 100 gallons per winery per month is permitted.

## LABELING

Delivery laws require an invoice stating the purchaser's name and address.

The package must be conspicuously labeled as:  
"Containing Alcohol: Signature of individual age 21 or older required."



## CRIMINAL PENALTIES

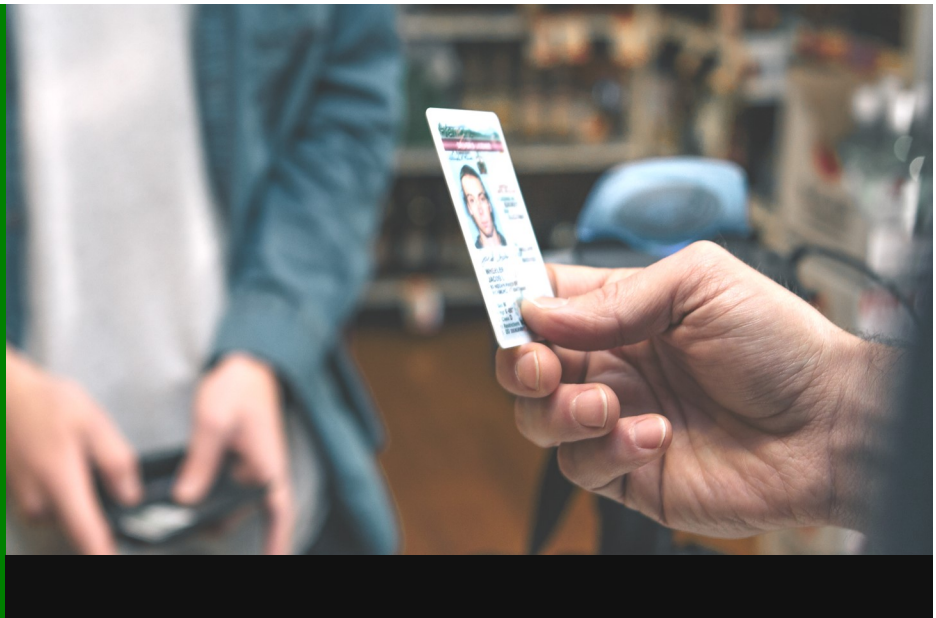
Any person who knowingly makes, participates in, imports or receives a direct shipment of wine or beer from a person who is not licensed may be fined not more than \$1,000 or imprisoned not more than 1 year, or both.

A Common Carrier that ships wine or beer to a person under 21 years old shall be fined not less than \$1,000 or more than \$3,000, or imprisoned not more than 2 years, or both.

NOTES:

## ACCEPTABLE FORMS OF ID

- Valid Photo  
Driver's License
- Valid Photo  
Non-Driver's ID
- Valid Photo  
Enhanced Driver's  
License issued by  
any State or Foreign  
Jurisdictions
- Valid US Military ID  
(any form)
- Valid Passport
- Valid Passport Card



## VERIFYING A CUSTOMER'S AGE

It is the law that you must ask for an ID if you think they are of questionable age. The ID must be a valid, photographic acceptable form of ID. They must be able to prove that they are of age

Compare the face in front of you to the one on the ID. Weight, hair and make-up can change. Height, eye shape and ear placement do not change.

Look at the date of birth and expiration date. Don't just glance. **LOOK!** Read them and do the math! It is illegal to give alcohol a minor and you could go to **JAIL! READ the ID!**

Watch how the customer acts when you ask for their ID. Are they nervous or unsure? When you ask them questions about the information on the ID are they confident? If their behavior makes you suspicious refuse them.

If there is a question about the ID, call your local authorities and give them all the information on the ID. They can confirm it is valid and that all the information matches. If it is not valid or if any of the information does not match, Do **NOT** accept it!

NOTES:

## DRAM SHOP/CIVIL LIABILITY

The so-called “Dram Shop Law” allows certain people who are injured to get money damages from the person who sold the alcohol.

A person can get money damages if you:

- sell alcohol to a someone under the age of 21.
- sell alcohol to a customer who is under the influence of alcohol.
- sell alcohol after legal hours.

and that person damages person, place or property, then the people affected can sue you, your manager, the owner and their partners. If you are doing your job, and following all the liquor laws, you will not need to worry about being sued.

Those affected will have up to two years to file the lawsuit with the courts.

## LOG BOOKS

It is helpful to know and follow the liquor laws so you can avoid problems. If something unusual happens when you are working you should write down what happened into a notebook for you to keep. The notes should include the name and/or description of the customer and a brief write-up of what happened.

NOTES:

## Contact Us

Vermont Department  
of Liquor and Lottery ,  
Division of Liquor Control  
13 Green Mountain Drive  
Montpelier, VT 05602  
(802) 828-2339

Visit us on the web at:  
[liquorcontrol.vermont.gov](http://liquorcontrol.vermont.gov)